

# Braintree Supplementary Regulations

September 18, 1985	Form	Approval of Certification form to be completed by all recipients of retirement or survivor benefits.
June 30, 1986	Form	Approval of refund form.
January 6, 2004	Eligibility	<p>1. Membership is mandatory for all* hired or appointed employees of the Town of Braintree who are employed twenty (20) hours or more per week on a regular basis for a period of time exceeding six (6) months, with the exception of those employees who attain the age of 70, upon which membership becomes voluntary.</p> <p>2. Those Employees whose salaries are funded through a Federal or State Grant and are employed for twenty (20) hours or more per week are allowed membership into the System. All departments with Grant Employees shall reimburse the Braintree Retirement System on an annual basis of 9% of the total Grant Employees' salary.</p> <p><i>Town of Braintree Teachers who qualify for membership to Massachusetts Teachers' Retirement System are excluded from the Braintree Retirement System.</i></p>
January 6, 2004	Service Credit	<p>1. Credit will be granted on the basis of one (1) year, for a member in service who is employed in a full time capacity, as mandated for that position. (see addendum)</p> <p>2. In the case of school employees whose position requires them to work from approximately September 01 to approximately June 30, said employees shall receive one (1) month of creditable service for each full month the employee is receiving regular compensation. Said employees shall be granted one (1) full year of service credit if they return to that position the following September. They shall be granted credit only for the months worked if they do not return after summer break.</p> <p>3. For a member in service who is employed in part-time capacity throughout their entire career while an employee of the Town of Braintree, said employee will receive one year of creditable service for each full calendar in which the employee is receiving regular compensation for said service.</p> <p>4. For a member in service who is employed in both a part-time capacity and full</p>

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		<p>time capacity simultaneously, the member shall be pensioned on both positions but shall receive no more than one year of full time service for each calendar year.</p> <p>5. Five (5) years maximum credit will be allowed to reserve or permanent-intermittent police officers, or permanent intermittent or call firefighters, if they gain employment in a <i>qualified position</i> eligible for membership to the system, consistent with the provision of M.G.L. c. 32 § 4(2) (b).</p> <p>6. Any member in service who regularly receives full time credit, but has had hours eliminated from the position due to budgetary constraints, shall continue to receive full time credit with the Braintree Retirement System.</p>
January 6, 2004	Prior Service/Makeups	<p>1. When purchasing prior part-time service, if total hours worked cannot be obtained, then a W -2 shall be supplied by the applicant. An attempt should be made to acquire the Wage and Salary form from the Personnel Department. The Board should attempt to assess the hourly wage, divide by the W -2 and determine the yearly hours worked.</p> <p>2. Former Comprehensive Employment Training Act (CETA) Employees who have provided service to the Town of Braintree, and can provide documentation of same, are eligible for membership in the Braintree Retirement System if they meet current requirements for membership.</p> <p>3. Make-up payments are allowed for members who previously worked less than part-time and were ineligible for membership. Credit will be prorated as it relates to the <i>position</i> held at time of prior service. Prior service credit shall not be granted for a partial month.</p> <p>4. Make-up payments of prior service shall be received in a lump sum payment, or in weekly installments with the repayment period not to exceed two years, except cases of hardship as determined by the Board. Once the agreement is made to repay no further interest shall be accrued.</p> <p>5. Make-up payments of prior military service shall be received in a lump sum payment, or in minimum weekly installments of \$35, with the repayment period not</p>

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		<p>to exceed five years, except in cases of hardship as determined by the Board.</p> <p>6. Upon written request, and proper documentation of prior service, prior service for permanent-intermittent police officers, or permanent intermittent or call firefighters who are subsequently appointed to the respective department as a permanent full time employee, shall be granted credit for each full year served [up to the maximum allowed by law], without repayment to the system.</p> <p>Deductions shall be withheld from all members' payroll checks in accordance with M.G.L. ch. 32, §22(1).</p>
January 6, 2004	Disbursement of Funds	<p>1. Disbursement of retiree payroll funds shall be authorized by signatures of any two (2) members of the Retirement Board, or one (1) member, and the Director per M.G.L. Ch. 32 §23 (2).</p> <p>2. Disbursement of any funds other than retiree payroll shall be authorized by signatures of the majority of the Board.</p>
January 6, 2004	Addendum: Service Credit	<p><u>Full time Positions Qualify as:</u></p> <p><u>Clerical, and Department Heads</u> - Seven (7) hour days; Thirty Five (35) hour work week,</p> <p><u>Laborers</u> - Eight (8) hour days; Forty (40) hour work week</p> <p><u>Crossing Guards</u> - Four (4) hour days; Twenty (20) hour work week</p> <p><u>School Cafeteria Staff</u> -Six (6) hour days; Thirty (30) hour work week.</p> <p>Braintree Retirement System Creditable Service</p>

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Buy Back of prior service formula:

EXAMPLES:

*An employee works a total of 480 hours as an intermittent school lunch staffer. S/he requests to buy this time back when she becomes permanent lunch staff*

Calculation:

480 hours / 6 hours in a day / 21.6 work days in a month = 3 months of creditable service to be granted

*An employee works a total of 1,850 hours as a part-time (non member) clerical and now has been made full time clerical.*

Calculation:

1,850 hours / 7 hours in a day / 21.6 work days in a month = 12 months of creditable service to be granted

*An employee works a total of 480 hours as an intermittent school lunch staffer. S/he becomes a laborer and requests to buy this prior service time as a school lunch staffer.*

Calculation:

480 hours / 6 hours in a day / 21.6 work days in a month = 3 months of creditable service to be granted

Note: Service time to be granted based on *position* held at time of prior service, not based on new position.

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December 6, 2004	Prior Service/Makeups	<p>1. When purchasing prior part-time service, one must be an "active member" at the time of requests and repayment. If total hours worked cannot be obtained, then a W -2 shall be supplied by the applicant. An attempt should be made to acquire the Wage and Salary form from the Personnel Department. The Board should attempt to assess the hourly wage, divide by the W -2 and determine the yearly hours worked.</p>
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